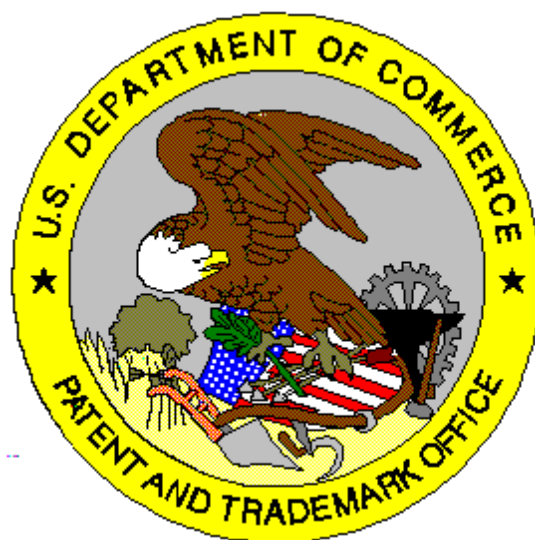


Patent Application Data Entry Format
Guide for Preparing
Bibliographic Data
for Electronic Capture



C O N T E N T S

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Paperwork Reduction Act Notice

This information collection is subject to the Paperwork Reduction Act of 1995 (44 U.S.C. § 3501 *et seq.*), and has been reviewed by the Office of Management and Budget (OMB) under OMB control number 0651-0032 and is approved through September 30, 2000. This collection of information is required by 35 U.S.C. §§ 111, 112, 113, 115, 119, and 120. The Patent Application Data Entry Format is used by the public to submit bibliographic information to the PTO. Use of this voluntary format allows the PTO to scan the bibliographic information into its automated electronic information management systems easily and efficiently. This information will be treated confidentially in accordance with 35 U.S.C. § 122 and 37 C.F.R. § 1.14. It is estimated to take twelve minutes to read the user guide and submit the bibliographic information. The time may vary depending upon the needs of the individual case. Any comments on the amount of time you require to complete this format and/or suggestions for reducing this burden, should be sent to the Chief Information Officer, U.S. Patent and Trademark Office, U.S. Department of Commerce, Washington, D.C., 20231. DO NOT SEND FEES OR COMPLETED FORMS TO THIS ADDRESS. SEND TO: Assistant Commissioner for Patents, Washington, D.C., 20231.

Notwithstanding any other provision of law, no person is required to respond to nor shall a person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a currently valid OMB control number.

R E V I S I O N S – Summary of Changes to Version 1

Version 1 of this Guide was widely distributed between April 1998, and October 1998. Based on suggestions and experience of applicants and PTO's review of the effectiveness of the OCR technology to read the Patent Data Entry Format sheets already submitted by applicants, it is prudent to make the modifications summarized here. While these modifications will improve accuracy, **previous Guide version labels will still be read.**

1. Appendix B has been added to explain the nature of the Electronic Mail acknowledgment feature and the applicant permission needed for PTO to send it.

2. Under Inventor Information,

the label **State/Province::**

has been changed to **State or Province::**

the label **State/Prov. Of Residence::**

has been changed to **State or Prov. Of Residence::**

the label **Citizenship::**

has been changed to **Citizenship Country::**

3. Under Correspondence Information,

the label **E-Mail::**

has been changed to **Electronic Mail::**

the label **State/Province::**

has been changed to **State or Province::**

4. Under Application Information,

the label **Formal Drawings::**

has been changed to **Formal Drawings?::**

the label **Licensed - U S Government Agency::**

has been changed to **Licensed US Govt. Agency::**

the label **Contract Number::**

has been changed to **Contract or Grant Numbers::**

the label **Grant Number::**

has been deleted.

the label **Secrecy Order in Parent Application::**

has been changed to **Secrecy Order in Parent Appl.?::**

5. Under Continuity Information,

data for the label **This Application is a::**

the data value **Claim benefit of**

has been changed to **Non Prov. of Provisional**

(i)

R E V I S I O N S (continued)

6. In all fields where a “Yes” or “No” answer is required,
the data values **Y** and **N**
have been changed to **Yes** and **No**.

7. In Appendix A,
the Recommended fonts have been changed to
Courier, Arial, and Univers
Not Recommended now includes
Times New Roman, Gothic

T H E D A T A E N T R Y F O R M A T

Patent Application Data Entry Format

THE Patent Application Data Entry Format was designed to turn a customer's paper document into an electronic PTO data record. Image scanning and optical character recognition equipment promise more accurate data recording than our current method of manual data entry.

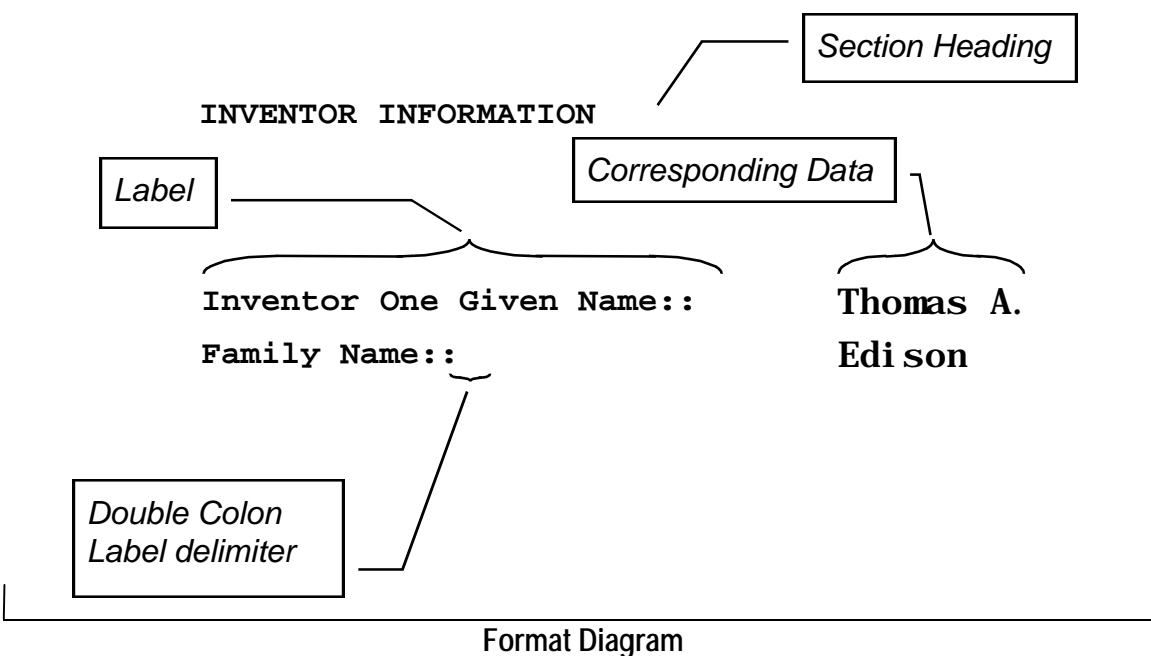
Using this format, initial information about a newly filed application may be entered, just as it is presented, directly into PTO information systems.

Customers using the **Patent Application Data Entry Format** can expect two

advantages when applying for a patent:

1. Improved accuracy of filing receipts.
The need for corrected filing receipts related to PTO errors will be significantly reduced.
2. Accurately recorded application data
This will also reduce application prosecution delays.

Use of the format involves typing the "Section Heading," typing a specific "label" followed by a double colon "label delimiter", one or more tabs, and then the data corresponding to the label.
See the Format Diagram below.



For bibliographic information, the format includes six section headings:

Inventor Information

Correspondence Information

Application Information

Representative Information

Continuity Information

Prior Foreign Applications

Every applicant must supply the information listed in the first three sections: **Inventor Information**, some **Correspondence Information** and some **Application Information**. In many cases the Patent Data Entry Format will be complete with just this information.

Information identified in the **Representative Information**, **Continuity Information** and **Prior Foreign Applications** sections will not necessarily apply to all applications.

NOTE: Any section or label information which does not apply does not need to be listed.

I N S T R U C T I O N S

When preparing information in the Patent Application Data Entry Format, keep these points in mind:

- The only section headings and labels that must appear on your data format sheet are those for which you have corresponding data.
- Each section heading must be on a separate line.
- Each label must be on a separate line.
- Each line of information provided must have a label to the left. In other words, if a single piece of information, such as title requires multiple lines, each line must begin with its own label to the left.
- Section headings and labels must be typed exactly as designated in the format.
- Section headings and labels are not case sensitive. (*i.e., All capital letters or initial capitals are permitted.*)
- The corresponding data for each label must be limited to the maximum length stated in this Guide. This limit include spaces and punctuation.
- Typography, Document Format requirements and Paper Characteristics requirements are listed in Appendix A.

The next eight pages explain in detail the format elements and how each should be entered.

Inventor Information

<p>Identify each with a separate, consecutive number starting with "One." i.e.: Inventor One ... Inventor Two ...</p> <p>When the inventor is not named in a non-provisional application, an alphanumeric identifier should be entered as the family name of Inventor One.</p>	Inventor One Given Name::	No more than 50 characters	<p>A Given Name refers to any or all names except for the last name or surname. Include a middle name or initial on this line, if desired.</p>	
	Family Name::	No more than 50 characters		<p>A Family Name is the last name or surname.</p>
	Name Suffix::	No more than 10 characters		
<p>The postal address requested here is the location where the inventor receives mail. This address might be the same as the correspondence address. However, both are separate pieces of information.</p>	Postal Address Line One::	No more than 50 characters	<p>If the inventor receives mail in the U.S. or Canada, type the 2-character State or 3-character Province abbreviation used when mailing a letter. <u>Do not use this field for any other country.</u></p>	
	Postal Address Line Two::	No more than 50 characters		
	City::	No more than 40 characters		
	State or Province::	No more than 50 characters		
	Country::	No more than 50 characters		
<p>This information needs to be provided ONLY if it is different from the inventor's postal address information.</p> <p>When these 3 labels are omitted, the inventor's residence will be presumed to be the city, state and country listed in the postal address information.</p>	Postal or Zip Code::	No more than 20 characters	<p>If the inventor receives mail in a country other than the U.S., type the country name. <u>This is not needed for U.S. addressees.</u></p>	
	City of Residence::	No more than 40 characters		
	State or Prov. of Residence::	No more than 50 characters		
	Country of Residence::	No more than 50 characters		
	Citizenship Country::	No more than 50 characters		
			<p>If the inventor receives mail in the U.S. or Canada, type the 2-character State or 3-character province abbreviation used when mailing a letter. <u>Do not use this field for any other country.</u></p>	
			<p>If the inventor is a resident of a country other than the U.S., type the country name. <u>This is not needed for U.S. addressees.</u></p>	
			<p>For United States, type US. For countries other than the US, type the country name.</p>	

Inventor Information format continued ...

Inventor Information *(continued from page 3)*

When someone other than the inventor is filing the application, the following information must also be provided. This information should immediately follow the inventor information for whom the applicant is filing (outlined on page 3).

If you are filing the application and you are not the inventor, type your name after the **Given Name of Applicant** and **Family Name** labels. Type one and only one of these three labels followed by your authority code. It is important that the **Applicant** information immediately follow the **Inventor** information on whose behalf the application is being filed.

Given Name of Applicant:: No more than 50 characters

Family Name:: No more than 50 characters

Name Suffix:: No more than 10 characters

{ Authority Under 1.42:: 2 numbers only

or Authority Under 1.43:: 2 numbers only

or Authority Under 1.47:: 2 numbers only

Postal Address Line One:: No more than 50 characters

Postal Address Line Two:: No more than 50 characters

City:: No more than 40 characters

State or Province:: No more than 50 characters

Country:: No more than 50 characters

Postal or Zip Code:: No more than 20 characters

City of Residence:: No more than 40 characters

State or Prov. of Residence:: No more than 50 characters

Country of Residence:: No more than 50 characters

Citizenship Country:: No more than 50 characters

The term **Applicant** as used in this section refers to a person who is not the inventor and is filing the application on behalf of the inventor under 42 U.S.C. 2457(a)(2), or 35 U.S.C. 117 or 35 U.S.C.118.

The **Applicant's Authority** is indicated with a two character code. The code is used to identify the authority by which a party, other than the inventor, may file the application.

Valid Applicant Authority Codes are:

02 - Administrator of NASA
08 - Party of Interest under 35 U.S.C. 118
11 - Legal Representative under 35 U.S.C. 117

Correspondence Information

<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <i>You may simply indicate a PTO Customer Number under this heading. A Customer Number will provide all of the remaining data needed in this section.</i> </div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <i>Type the 2-character US State or 3-character Canadian Province abbreviation. Do not use this field for any other country.</i> </div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <i>For locations outside the U.S., type the country name.</i> </div> <div style="border: 1px solid black; padding: 5px;"> <i>By providing an Internet Electronic Mail address following this label, the applicant grants permission to PTO to send Internet Electronic Mail acknowledging receipt of application papers. This permission does not apply to any other communication regarding this application from PTO. SEE APPENDIX B</i> </div>	<p>Correspondence Customer Number ::</p> <p>Name Line One::</p> <p>Name Line Two::</p> <p>Address Line One::</p> <p>Address Line Two::</p> <p>City::</p> <p>State or Province::</p> <p>Country::</p> <p>Postal or Zip Code::</p> <p>Telephone::</p> <p>Fax::</p> <p>Electronic Mail::</p>	<p>No more than 9 numbers</p> <p>No more than 50 characters</p> <p>No more than 50 characters</p> <p>No more than 50 characters</p> <p>No more than 50 characters</p> <p>No more than 40 characters</p> <p>No more than 50 characters</p> <p>No more than 50 characters</p> <p>No more than 20 characters</p> <p>No more than 40 characters</p> <p>No more than 40 characters</p> <p>No more than 64 characters</p>	<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <i>If you provide a valid PTO Customer Number under this heading, be certain it is associated with your <u>correspondence</u> information.</i> </div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <i>When your valid <u>Correspondence Customer Number</u> is provided, omit these labels entirely.</i> </div> <div style="border: 1px solid black; padding: 5px;"> <p>Please provide <u>up to five</u> phone numbers, fax numbers and e-mail addresses, identify each with a One, Two,</p> <p>Telephone One::</p> <p>Telephone Two::</p> <p>Fax One::</p> <p>Fax Two::</p> <p>Electronic Mail One::</p> <p>Electronic Mail Two::</p> </div>
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NOTE: For information concerning the Customer Number practice, see the notice "Extension of the Payor Number Practice (Through Customer Numbers) to matters Involving Pending Patent Applications," published in the *Federal Register* at 61 *Fed. Reg.* 54622 (October 21, 1996), and in the *Official Gazette* at 1191 *Off. Gaz. Pat. Office* 187 (October 29, 1996).

Application Information

<div style="border: 1px solid black; padding: 5px; width: 150px;"> <p>Identify each Title Line with a separate, consecutive number starting with "One," i.e.: Title Line One:: Title Line Two:: ...</p> </div>	Title Line One::	No more than 40 characters	<div style="border: 1px solid black; padding: 5px; width: 150px;"> <p>Type the invention title on up to 7 lines. The PTO system will capture 280 total characters including spaces and punctuation. Label each line as shown here.</p> </div>
	Title Line Two::	No more than 40 characters	
	Title Line Three::	No more than 40 characters	
	Title Line Four::	No more than 40 characters	
	Title Line Five::	No more than 40 characters	
	Title Line Six::	No more than 40 characters	
	Title Line Seven::	No more than 40 characters	<div style="border: 1px solid black; padding: 5px; width: 150px;"> <p>Enter the total number of sheets of drawings as a numeral</p> </div>
Total Drawing Sheets::	No more than 4 numbers		
Formal Drawings?::	No more than 3 characters		
<div style="border: 1px solid black; padding: 5px; width: 150px;"> <p>Identify your application as one of the following Application Types:</p> <ul style="list-style-type: none"> - Utility - Design - Plant - Provisional <p>If your Application is a Reissue, type:</p> <ul style="list-style-type: none"> - Utility Reissue - Design Reissue - Plant Reissue <p>Do not use this format for Reexamination Applications</p> </div>	Application Type::	No more than 40 characters	<div style="border: 1px solid black; padding: 5px; width: 150px;"> <p>Type Yes or No. When total number of drawings sheets are given, indicate if they are formal.</p> </div>
	Docket Number::	No more than 12 characters	<div style="border: 1px solid black; padding: 5px; width: 150px;"> <p>Docket Number refers to any application identifier not more than 12 characters long, which is assigned by the attorney or agent or the inventor.</p> </div>

Application Information *(continued from page 6)*

Identify each line of **Contract or Grant Numbers** with a separate, consecutive number starting with **"One"**, **"Two"**, ... as shown.

Multiple contract or grant numbers may be entered on each line separated by a "; ". Do not split contract or grant numbers across 2 lines.

Licensed US Govt. Agency::

Contract or Grant Numbers One::

Contract or Grant Numbers Two::

No more than 40 characters

No more than 40 characters

No more than 40 characters

Where a Government contractor retains U.S. domestic patent rights, the contractor is required to include the name of the U.S. Government agency and the Government contract number or grant number. (See MPEP §310)

Rule 37 C.F.R. 5.2, states that if an invention has been determined to be a matter of national security, the Commissioner of Patents & Trademarks has the right to keep the invention secret. Under the same rule, applicants are obligated to notify the Office of any related cases which the Commissioner has kept secret.

Secrecy Order in Parent Appl.?:

No more than 3 characters

Type **Yes** or **No**.

Representative Information

If a Customer Number is not indicated, identify each representative's registration number with separate, consecutive number starting with "One". List up to 50 maximum.

If a Representative Customer Number is supplied, do not provide any individual registration numbers.

Representative Customer Number:: *No more than 9 numbers*

Registration Number One:: *No more than 6 numbers*

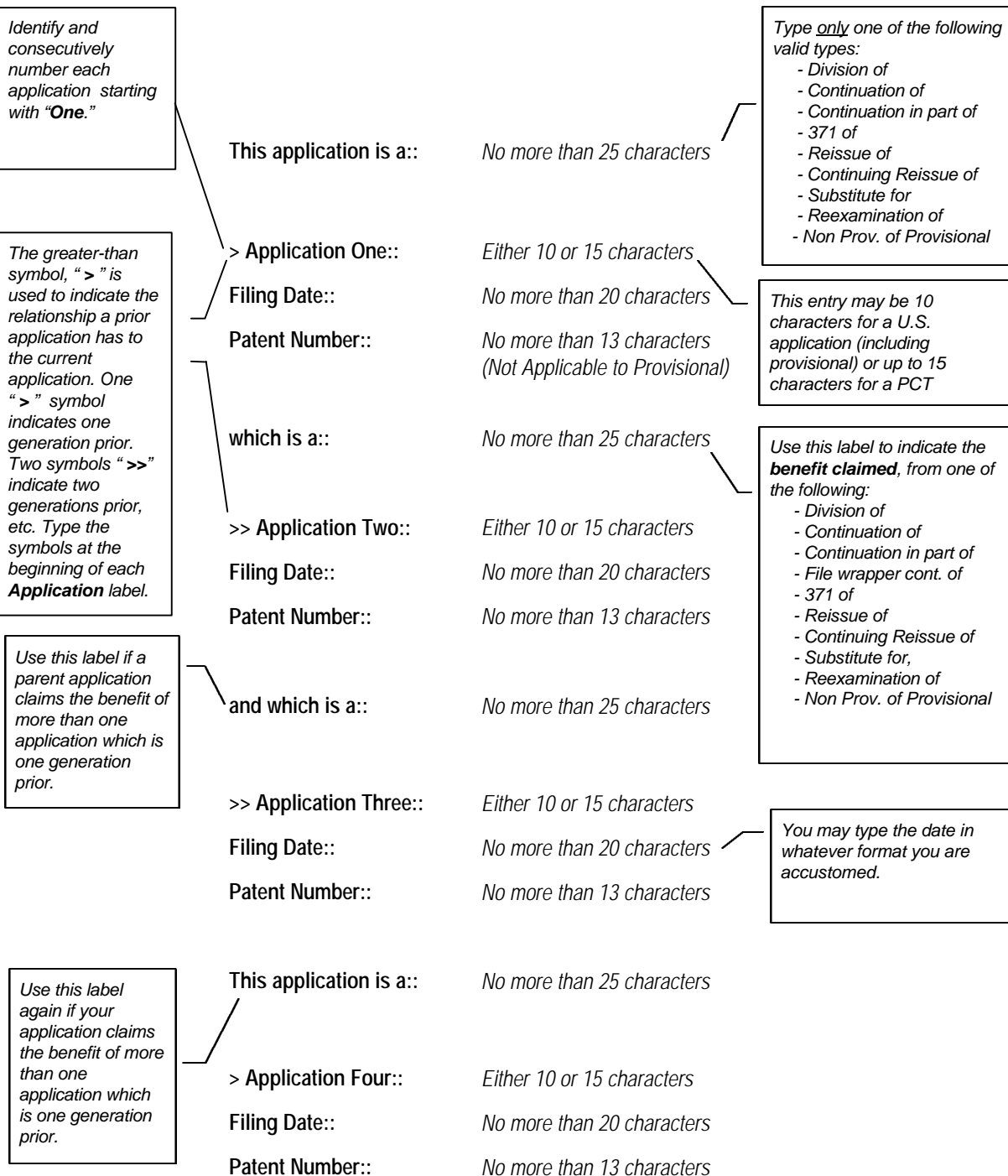
Registration Number Two:: *No more than 6 numbers*

Your Customer Number will provide all of the data required under this heading.

If you provide a valid PTO Customer Number here, be certain it is associated with your representative information.

NOTE: For information concerning the Customer Number practice, see the notice "Extension of the Payor Number Practice (Through Customer Numbers) to matters Involving Pending Patent Applications," published in the *Federal Register* at 61 *Fed. Reg.* 54622 (October 21, 1996), and in the *Official Gazette* at 1191 *Off. Gaz Pat. Office* 187 (October 29, 1996).

Continuity Information



Continuity Information Example

This application is a::	Continuation in Part of
> Application One::	09/456, 789
Filing Date::	Aug. 15, 1999

which is a::	Continuation in Part of
>> Application Two::	09/412, 345
Filing Date::	April 15, 1999

which is a::	Division of
>>> Application Three::	09/234, 567
Filing Date::	December 13, 1989
Patent::	6, 456, 789

This application is a::	Continuation in Part of
> Application Four::	09/412, 348
Filing Date::	March 13, 1999

which is a::	Division of
>> Application Five::	09/234, 432
Filing Date::	October 22, 1998
Patent Number::	6, 789, 456

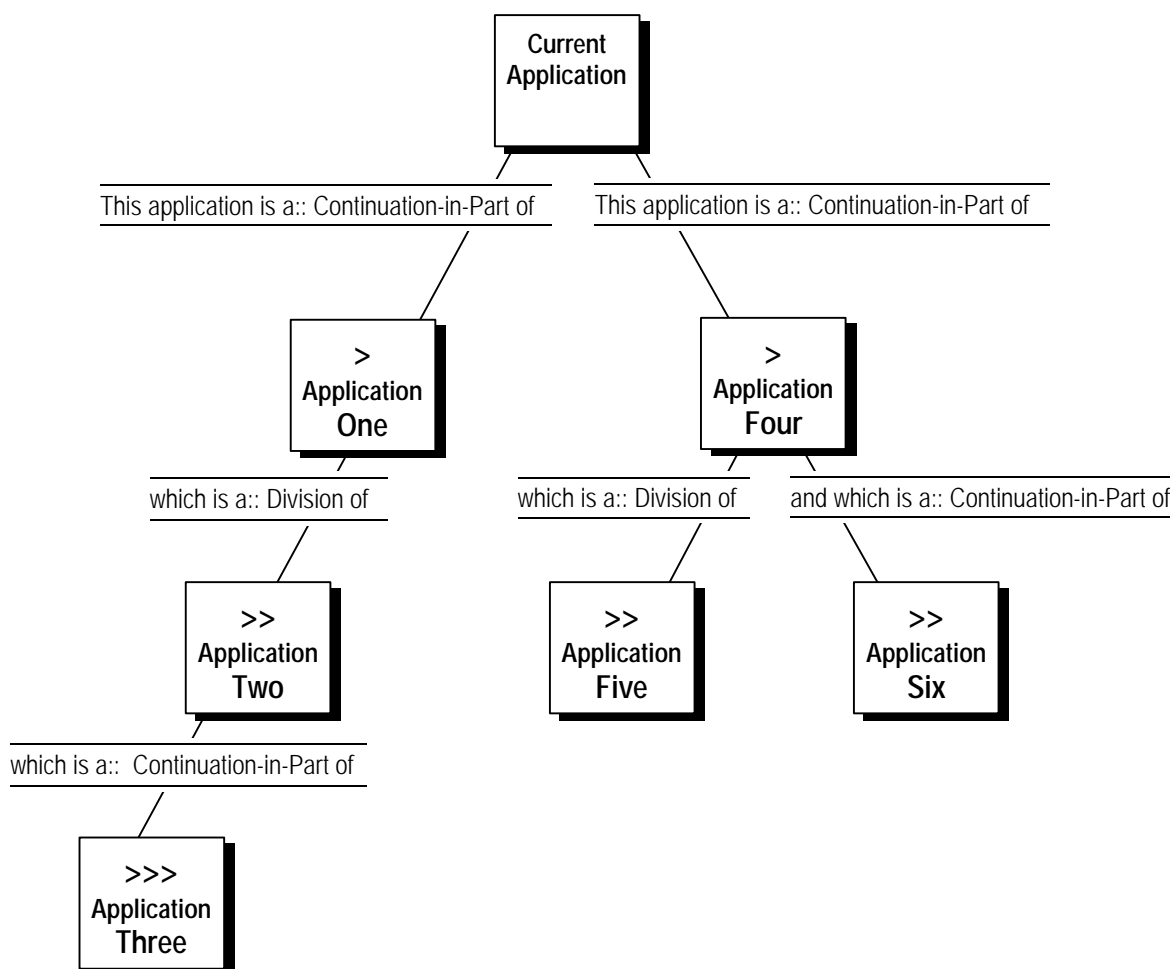
and which is a::	Continuation of
>> Application Six::	09/234, 100
Filing Date::	June 11, 1998

Below is a diagram of the continuity example shown on page 9.

Applications One, Two and Three show one complete line of priority. Application Four begins two additional lines of priority, one completed with Five and the other with Six. Notice that Applications One and Four are linked to the Current Application with the same label, “**This Application is a::**” Notice that Applications Five and Six are linked to Application Four with different labels.

Five is linked using “**which is a::**” and Six is linked using “**and which is a::**”

Claiming benefit from a Provisional application is accomplished by indicating Non Prov. of Provisional after the label “**This application is a::**” and indicating the provisional application number following the “**Application __::**” label. An example of claiming priority of a provisional application is included in the attached example 4 below.



Prior Foreign Applications

<div>Starting with "One" identify each application with separate, consecutive number.</div>	Foreign Application One::	No more than 15 characters	
	Filing Date::	No more than 20 characters	<div>Type the name of the country.</div>
	Country::	No more than 50 characters	
	Priority Claimed::	No more than 3 characters	
	Foreign Application Two::	No more than 15 characters	<div>Type Yes or No.</div>
	Filing Date::	No more than 20 characters	<div>You may type the date in whatever format you are accustomed.</div>
	Country::	No more than 50 characters	
	Priority Claimed::	No more than 3 characters	

D A T A E N T R Y F O R M A T E X A M P L E S

Initial Information Data Sheet

Example 1 (Independent Inventor with Representation)

Inventor Information

Inventor One Given Name:: Maximillian
 Family Name:: Katch
 Postal Address Line One:: 716 My Place
 Postal Address Line Two:: Apt. 3
 City:: New York
 State or Province:: NY
 Postal or Zip Code:: 10013
 Citizenship Country:: USA

Correspondence Information

Name Line One:: Mister Jones & Associates
 Address Line One:: 875 Busy Avenue
 Address Line Two:: Suite 740
 City:: New York
 State or Province:: NY
 Postal or Zip Code:: 10012
 Telephone:: (212) 555-9283
 Fax:: (212) 555-4321

Application Information

Title Line One:: Handling and Eating Utensils for use with
 Title Line Two:: Broiled or Sauteed Mussels and other Shellfish
 Total Drawing Sheets:: 6
 Formal Drawings?:: No
 Application Type:: Utility

Representative Information

Registration Number One:: 99,001
 Registration Number Two:: 99,412
 Registration Number Three:: 99,998
 Registration Number Four:: 99,123

Initial Information Data Sheet

Example 2 (Independent Inventors without Representation and
having a different postal address from residence)

INVENTOR INFORMATION

Inventor One Given Name::	Mach
Family Name::	Speed
Name Suffix::	Sr.
Postal Address Line One::	415 Mappgas St.
City::	Cleveland
State or Province::	OH
Postal or Zip Code::	14343- 2363
Citizenship Country::	USA
Inventor Two Given Name::	Ethel
Family Name::	Propill
Postal Address Line One::	Oberstrasse 17/2a
City::	Skieff
Country::	Austria
Postal or Zip Code::	Zonas 143
City of Residence::	Akron
State or Prov. Of Residence::	OH
Citizenship Country::	USA

CORRESPONDENCE INFORMATION

Name Line One::	Mach Speed
Address Line One::	1220 North Long Drag Street
City::	Cleveland
State or Province::	OH
Postal or Zip Code::	44121
Telephone::	(123) 555- 9876
Fax::	(123) 555- 1234
Electronic Mail::	gofast.car@post.com

APPLICATION INFORMATION

Title Line One::	Safety belt for a skate board
Total Drawings Sheets::	4
Formal Drawings?::	Yes
Application Type::	utility
Docket Number::	d- 724m/98

Initial Information Data Sheet

Example 3 (Inventor with Representation)

Inventor Information

Inventor One Given Name::	Les
Family Name::	Brainstrain
Postal Address Line One::	415 Emcee Square
City::	Lincoln
State or Province::	NE
Postal or Zip Code::	98765
Citizenship Country::	USA

Correspondence Information

Correspondence Customer Number::	999,999
----------------------------------	---------

Application Information

Title Line One::	Device for Planting and Cultivation of
Title Line Two::	Corn and the Like Type Plants
Total Drawing Sheets::	14
Formal Drawings?::	Yes
Application Type::	Utility
Docket Number::	600031-CSC

Representative Information

Registration Number::	99,221
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Continuity Information

This application is a::	Continuation of
>Application One::	09/912,354
Filing Date::	Jan. 22, 1998

Initial Information Data Sheet Example 4 (Multiple Inventors with Representation, Continuity and Priority)

Inventor Information

Inventor One Given Name:: D. James
 Family Name:: Hook
 Postal Address Line One:: 1427 Peachpunch Street, N.W.
 City:: Atlanta
 State or Province:: GA
 Postal or Zip Code:: 30329
 Citizenship Country:: Canada

Inventor Two Given Name:: Edward
 Family Name:: Line
 Postal Address Line One:: 427 West Front Street
 Postal Address Line Two:: Apartment 32
 City:: Detroit
 State or Province:: MI
 Postal or Zip Code:: 48217
 Citizenship Country:: USA

Inventor Three Given Name:: David A. E.
 Family Name:: Sinker
 Postal Address:: 274 Bradford Lane
 City:: Bedford
 Country:: England
 Postal or Zip Code:: SG19 23B
 Citizenship Country:: United Kingdom

Correspondence Information

Name Line One:: Sindey Peck
 Name Line Two:: Foghorn & Leghorn
 Address Line One:: Suite 400
 Address Line Two:: 1062 Featherbrick Street, S.W.
 City:: Washington
 State or Province:: DC
 Postal or Zip Code:: 20013-1694
 Telephone One:: (202) 555-6973
 Telephone Two:: (301) 555-9283
 Fax:: (202) 555-6794
 Electronic Mail:: speckLd@eggs.com

Application Information

Title Line One:: Self Regulating Egg Timer Having
 Title Line Two:: Continuous Energy Replenishment
 Total Drawing Sheets:: 18
 Formal Drawings?:: Yes
 Application Type:: Utility
 Docket Number:: N16

Representative Information

Representative Customer Number:: 999,999

Continuity Information

This application is a:: Non Prov. of Provisional
 > Application One:: 60/555,555
 Filing Date:: 07-01-97

This application is a:: Continuation-in-Part of
 > Application Two:: 09/536,983
 Filing Date:: 08-12-97

which is a:: File Wrapper Cont. of
 >> Application Three:: 09/346,273
 Filing Date:: 04-23-96

which is a:: Divisional of
 >>> Application Four:: 09/102,810
 Filing Date:: 10-04-1994

Prior Foreign Applications

Foreign Application One:: 4,235,671
 Filing Date:: 10-05-93
 Country:: Great Britain
 Priority Claimed:: Yes

A P P E N D I X A

Physical Characteristics of Documents Prepared in the Data Entry Format

THE following guidelines have been established to minimize errors in the scanning and text conversion of patent application information.

1. Paper Characteristics

General Requirements

All sheets shall be:

- free from creases and cracks
- not be folded or rolled.
- free from erasures, alterations, and overwriting.
- printed on only one side of each sheet
- originals
- free from staple
- on white, copier or non-impact printer type paper
- printed or typed on in black ink.

Specific Requirements

Paper Size

Required: 8.5 x 11 inch or A4 (210 mm x 297 mm)

Not permitted: Legal (8.5 x 14 inch) or any other size

2. Typography used in documents

General requirements

The characters should be created with a word processor or typewriter. Hand written characters are not permitted.

Specific requirements

Font/Character size

Recommended: 12 point or larger

Fonts

Recommended: Courier, Arial, Univers

Not Recommended:

OCR-A, OCR-B,
Times New Roman, Gothic

Font Styles and Effects

Permitted: All capitals, upper and lower case, Bold.

Not permitted: Italic, small capitals, single or double underlining, strikeout, no shading or highlighting, reverse or negative printing.

Special Characters

Greek characters, mathematical characters, superscripts and subscripts are not permitted, except in the Title.

NOTE:

- The numeral key "1" should be used for the number "one", and the letter key "l" should be used for the letter "ell."
- The letter key "O" should be used for the letter "O" and the numeral key "0" should be used for the numeric zero.
- The "@" symbol is required in an e-mail address.

3. Document Format

Margins

8.5 x 11 inch paper -

top: 1.25 inch (30 mm)
left side: 1.0 inch (25 mm)
right side: 0.75 inch (20 mm)
bottom: 0.75 inch (20 mm)

A4 paper -

top: 30 mm (1.25 inch)
left side: 25 mm (1.0 inch)
right side: 20 mm (0.75 inch)
bottom: 20 mm (0.75 inch)

Orientation

Required: Portrait - each page will be used in an upright position (i.e., short side at the top and bottom)

Not permitted: Landscape

Line Spacing

No less than single line spacing.

Hyphenation and Word Splitting

Hyphenations are permitted within a line, but not across lines. Word splitting at the end of a line by the use of hyphens is not permitted.

Page Numbering

All sheets shall be numbered in consecutive Arabic numerals. (e.g.: 1, 2, 3) Page numbers shall be located at the bottom center of each page.

Page Justification

All text will be left-justified. Right justification and full justification are not permitted.

4. Other patent data entry sheet guidelines:

- **No** express mail stamps
- **No** extraneous typed or written information
- **No** line numbering
- **No** tables or spreadsheets

A P P E N D I X B

PTO will send, via Internet Electronic Mail, an acknowledgment letter indicating the Application Number, Mailroom date and Docket Number (if provided) if the e-mail address is indicated on the Data Entry Format sheet. **Note: By providing an Electronic Mail address applicant implicitly authorizes PTO to send the acknowledgment letter but does not authorize PTO to use the Electronic Mail address for any other communication regarding the application.** See the attached example of the acknowledgment letter below.

COURTESY ACKNOWLEDGMENT OF APPLICATION RECEIPT

Application Serial Number: _____

Mailroom Date: _____

Docket Number: _____

Thank you for using the Patent Application Data Entry Format. The above identified application was received by the U.S. Patent and Trademark Office on the above date and has been imaged captured by the Patent Image Capture System. The above date does NOT represent that a filing date has been granted. A filing date receipt will be sent once an initial formalities examination of the application papers has been completed and all required parts of the application needed for granting of a filing date have been found to be present.

Date E-mailed

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